



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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GOVERNOR

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SUPERINTENDENT OF  
PUBLIC INSTRUCTION

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Last summer, legislation was enacted (P.A. 45 of 2007, eff. July 17, 2007) that amended language for the operation of Career and Technical Education (CTE) area centers that are funded with vocational millage dollars. Section 380.681(7) of the Revised School Code required the Department of Education and the Department of Treasury, in consultation with intermediate school districts (ISDs), to develop a definition of area center and career and technical program operating purposes. This letter is to notify you that this task has been accomplished.

Attached is a copy of the "CTE Program Operating Purposes" document which was developed with input from the following individuals:

Patty Cantú, Director, Office of Career and Technical Education, Michigan Department of Education (MDE)  
Lisa Hanskenecht, Legislative Director, MDE  
Glenda Rader, Assistant Director, State Aid and School Finance, MDE  
Tom Armstrong, Director, Business Services, Wexford-Missaukee ISD  
Kevin Oxley, CTE Director, Jackson County ISD  
Stephanie Murray, Director, Business and Administrative Services, Traverse Bay Area ISD  
Brian Aprill, Assistant Director, Financial Services, Oakland Schools  
Cary Vaughn, Michigan Department of Treasury

Please refer to this document when planning expenditures with your millage dollars. There is another portion of the amended language that requires action, as well. Section 380.684(3)(d) of the Revised School Code states, "the intermediate school district shall submit its career and technical education plan to the department in the form and manner prescribed by the department." In order to comply with this new requirement, a draft of the CTE Plan has been developed. I have scheduled a meeting on April 22, 2008 at 1:00 p.m. to gain input into the draft. This meeting will be in the Ottawa Conference Room #2 on the upper parking level, 608 West Allegan, Lansing (map enclosed). It would be helpful to receive your assistance with the document. Our goal is to meet the intent of the law, but do so simply, meaningfully, and without duplicating other processes already in place.

We would like you or a representative from your ISD to attend the meeting if possible. Please let Janice Ambs, Office of Career and Technical Education, know by April 4, 2008 who from your ISD will be attending. She may be reached at (517) 373-2780 or by email at: [ambsj@michigan.gov](mailto:ambsj@michigan.gov).

Sincerely,

Sally Vaughn, Ph.D.  
Deputy Superintendent/Chief Academic Officer

Enclosures

## Michigan Department of Education

### Career and Technical Education Program Operating Purposes

On July 7, 2007, legislation was enacted (P.A. 45 of 2007) that amended language for the operation of Career and Technical Education (CTE) Area Centers that are funded with vocational education millage dollars.

Section 380.681(7) of the Revised School Code required, for the purposes of subsections (5) and (6), that the Department of Education and the Department of Treasury, in consultation with intermediate school districts, develop a definition of area career and technical education program operating purposes [MCL 380.681].

To do so, other changes that were made to the following definitions were taken into consideration:

New language is in bold:

#### Section 380.3(2) Definitions

##### Area Career and Technical Education Programs

Organized, systematic instruction designed to prepare persons for useful employment in recognized occupations.

- a) **CTE readiness activities that lead to enrollment in a CTE program in high school**
- b) Students in high school in a school district, ISD, PSA or nonpublic school
- c) Persons who have completed or left high school and who are available for full-time study in preparation for entering the labor market
- d) Persons who have entered the labor market and who need training or retraining to achieve stability or advancement in employment

#### Section 380.7(4) – Definitions

##### Career and Technical Education

Education designed to provide career development and the knowledge and skills leading to technical employment or higher education in a technical field. CTE programs include:

- a) **Classroom and laboratory experiences and work-based instruction**
- b) **Guidance and counseling for a pupil related to the career for which the pupil is being educated and trained or designed to help the pupil benefit from the training**
- c) **Allowable expenses related to CTE delivery include**
  - a. **All instructional, support, and administrative costs associated with providing these activities, including, but not limited to, staff salaries, wages and benefits for CTE programs only**
  - b. **Information and awareness activities**
  - c. **Acquisition and rental of real property**
  - d. **Construction of buildings**
  - e. **Acquisition of equipment and supplies**
  - f. **Maintenance, repair and replacement of buildings, lands, equipment and supplies**

As required under Section 380.681(7) of the Revised School Code, the following is the definition of “area career and technical education program operating purposes.” The definition was developed by the

Department, with consultation with the Michigan Department of Treasury and intermediate school district representatives.

Section 380.681(7) – area career and technical education program operating purposes:

- a) CTE readiness activities: ensuring access of all student groups by providing information on CTE instructional program offerings available at the area center to students ready to enter high school, including:
  - a. Development of an Educational Development Plan (EDP) with the selection of a Career Pathway/Cluster program of study
  - b. Providing career day opportunities for students for the purposes of increasing enrollment in CTE area center program offerings
  - c. Visiting middle school and high schools in constituent districts to inform students/parents about the CTE area center program offerings
- b) Maintain, repair, and replacement of physical building/s, lands, equipment and supplies for an approved CTE area center buildings only.
- c) Administration costs associated with the CTE area center program.
- d) Instructional costs in approved CTE area center programs that are targeted toward high skill, high wage and high demand occupations.
- e) Salaries and benefits for CTE Administrators, CTE instructional staff (appropriately certificated) and support staff for approved area center program offerings.
- f) Instructional programs at the area center and/or satellite sites that meet the current statewide curriculum standards for approved CTE programs.
- g) Instructional costs for the integration of academics into approved CTE area center programs to meet the requirements of the Michigan Merit Curriculum.
- h) Curriculum and assessment costs related to CTE area program instructional offerings.
- i) Support staff costs at CTE area center programs, such as counselors, academic support staff, placement specialists, career development staff, secretaries, maintenance and paraprofessional staff
- j) Transportation costs